



MASSACHUSETTS

Workforce Investment Act

WIA Communication No. 02-21☒ **Policy** ☐ **Information**

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DET Regional Directors
DET Area Directors

cc: WIA State Partners

From: Jonathan Raymond, President
Commonwealth Corporation

Date: April 5, 2002

Subject: Trade MOU Instructions for FY2003

Purpose: The purpose of this policy is to provide instructions to the Local Workforce Investment Board (LWIB) on the preparation and submission of Trade MOUs new or modified for FY2003.

Policy: The LWIB, with agreement and signature of the Chief Elected Official (CEO), is responsible for preparing and submitting new or modified Trade MOUs **by May 10, 2002** in accordance with this policy.

Action Required: Please review this document and provide copies to individuals who will be responsible for preparing the Trade MOU.

Effective: Immediately

References: Workforce Investment Act of 1998
WIA Final Regulations 20 CFR Part 652, §661-355
Trade Act of 1974, as amended

Inquiries: Any questions related to this correspondence should be directed to Edward Bartkiewicz or Beth Goguen at (617) 727-8158.

Filing: Please file this in your notebook of previously issued WIA Communication Series Issuances as #02-21.

MEMORADUM OF UNDERSTANDING for the TRADE PROGRAMS

The Trade and NAFTA-TAA Programs, administered by Commonwealth Corporation (CommCorp) are required Partners in the One-Stop Career Centers. As a required partner, CommCorp must have in place a Memorandum of Understanding (MOU) with all the Local Workforce Investment Boards.

CommCorp must also appoint a representative to sign the Memorandum of Understanding (MOU) on its behalf. Edward Bartkiewicz, Director of Administration, has been designated as this signatory. Please note that the Trade MOU is separate from other MOUs involving funds from the Commonwealth Corporation.

If you have an executed MOU that has an end date beyond Fiscal Year 2002 (e.g. FY2002), you do not need to submit anything for Fiscal Year 2003.

If you have an MOU that expires at the end of FY2002, you must develop and execute a new Trade MOU with CommCorp.

If you have not executed an MOU to date for FY 2002, please follow the instructions below.

The Trade MOU consists of 3 parts (these are the same as previous years):

- Brief replies to the two Trade questions posed below.*
- The Trade Programs Assurances (attached)
- Signatures (your local representatives and a line for the CommCorp signatory named above.)

*1. Please describe how services to Trade eligible workers will be integrated or coordinated with the provision of basic/core/intensive services for individuals in the OSCCs.

*2. What measures will be used to assure that Trade eligible workers who wish to pursue training and other Trade services are identified and referred for the Trade application process?

To execute your Trade MOU, please:

1. Answer the two Trade questions.
2. Attach a copy of the Trade Programs Assurances.
3. Add your signatories and either Edward Bartkiewicz, Director of Administration or Beth Goguen, Trade Programs Manager.
4. Have your signatories sign the document.
5. Forward the document to Commonwealth Corporation, Attn: Trade Programs Unit, The Schrafft Center, Suite 110, 529 Main Street, Boston, MA 02129.
6. Once received, this will be reviewed by the Trade staff to ensure it is complete, the signatory will sign it and a copy will be sent back to you for your files.

NOTE: Local areas that do not have signed Trade MOUs and Rapid Response MOAs will not be eligible to receive funds from the WIA Rapid Response 25% set-aside funds effective July 1, 2001.

ASSURANCES FOR TRADE

The grantee, on behalf of Title I staff of the One-Stop Career Center system, agrees to:

1. Coordinate with Rapid Response staff in providing outreach when a company becomes Trade certified.
2. Provide outreach, intake and orientation to all Trade eligible clients that are referred by Rapid Response or otherwise access the Career Center, regardless of area of residence.
3. Provide access to “Core Services” for all Trade eligible persons.
4. Provide access to “Intensive Services” for all Trade eligible persons.
5. Coordinate and provide all data to the MOSES system for Trade SPIR reporting. Career Center staff will also coordinate with the Trade Unit of CommCorp to monitor the data.
6. Help ensure Unemployment Insurance enrollment to those that are eligible.
7. Provide assistance to potentially eligible workers in completing the *Application for Trade Adjustment Assistance Services and Benefits* form (1667 Form).
8. Comply with all CommCorp Trade Policies and procedures.
9. Attend Hearings conducted by the DET Hearings Department for Trade clients, as needed.
10. Provide staff training and ensure Career Center staff attendance at CommCorp trainings, as needed.
11. Provide assistance and guidance to Trade clients in applying for all Trade benefits, including Training, Travel While in Training, Job Search Assistance and Relocation Allowances.

For those clients entering training:

- To provide in-depth skills, interests and aptitude testing.
- To determine that a Trade client meets the initial eligibility requirements for Trade approved training programs and ensure all Financial Aid resources are identified.
- To complete all Trade Contract Request Information and documentation, including, a three (3)-vendor comparison to identify the lowest cost training or a comparison of two (2)-ITA approved courses/vendors.
- To provide Career Counseling and Follow-up through 30-day contact with Trade eligible clients.
- To provide timely and immediate notification to the CommCorp Trade Unit of clients withdrawals, excessive absences, early completions, etc. for clients in Trade approved training.
- Provide Job Search and Job Placement Assistance to Trade eligible clients.